



STATE OF TENNESSEE
BOARD OF PAROLE
404 JAMES ROBERTSON PARKWAY, SUITE 1300
NASHVILLE, TENNESSEE 37243-0850
(615) 741-1150

ANNOUNCEMENT: Human Resources Director 2 for the Tennessee Board of Parole - Nashville

The Tennessee Board of Parole is seeking a highly qualified and motivated individual to serve as the Human Resources Director in the Board's Central Office in Nashville. This Executive Appointment position is a pay grade 040 with a starting salary of \$5,222, annual starting salary of \$62,664. The proposed salary for the appointee will be dependent upon the individual's education and experience.

The Board of Parole is an independent agency of the State of Tennessee. It is composed of seven Board Members who are appointed by the Governor. By statute, the Board has the authority to parole eligible offenders who have served a certain percentage of their sentences. It also has the authority to revoke parole privileges if offenders do not comply with supervision rules and standards set forth for them upon their release. Additionally, the Board considers requests for executive clemency and makes recommendations on those requests to the Governor.

The Human Resources Director oversees the agency's HR and training processes under the supervision of the Parole Administrator for Management Resources. The position's responsibilities include directing and supervising the human resources and training divisions for the agency. The position provides procedural guidance and support to all staff in areas of human resources and training; develops and implements human resources processes; and interprets agency and State policies for management and staff. Additionally, this individual will direct and manage agency employee relations including performance management, ADA, employee complaints, and discipline; manage the recruiting and hiring process for preferred and executive service positions; and coordinate agency staffing and succession planning. The HR Director is also responsible for monitoring and completing annual reports for Title VI, Title VII, and the agency Affirmative Action Plan.

The ideal candidate will have a bachelor's degree and five or more years of experience in human resources including knowledge of current best practices and applicable Federal and State employment laws. Supervisory experience is preferred.

All employees of the Board of Parole are expected to be of good moral character. A criminal history records request will be completed for any candidate receiving an offer of employment with the Board.

Pursuant to the State of Tennessee's policy of non-discrimination, the Board of Parole does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age disability, military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Submit a complete and up to date Resume to the attention of: Randi.Tarpy@tn.gov no later than close of business on **April 11, 2018**. All resumes will be reviewed and screened and interview appointments will be set with selected candidates. No phone calls please.

Applications cannot be submitted to the Department of Human Resources on NEOGOV for Executive Service job postings.